

Report for Week Ending 5 February 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 38 actions requiring the printing of 553,350 copies, or sets of blank forms. This represents an increase of 8 actions and an increase of 238650 copies compared to last week.
- (2) Eight new and two revised forms were approved.
- (3) In consultation with the Finance Division/OC, reduced the quantity they had ordered on the revised "Confidential Funds Posting Vouchers." Form No. 606. This order, for 120,000 copies, would have made a stack approximately 33 feet. This much space was unavailable in the OPI, and consequently this requisition was cut to 30,000. The reduced quantity was also more in line with standardized stocking requirements established for the Agency.

b. Intangible

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- (1) Briefed Miss [REDACTED] on the Forms Management Program.

- (2) Completed draft of a new Forms Management Regulation.

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25X1A8a

- (3) Discussed the DD/P Forms Management Program with [REDACTED]

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- (4) Distributed copies of a special machine index of DD/P Forms to [REDACTED] and [REDACTED]

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- (5) Investigated a [REDACTED] complaint (via SD/OL) re: poor quality hecto masters, Forms 800 and 800a.

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- (6) Received request from [REDACTED] to standardize for IAC-wide use, a common name check form.

- (7) Forms Survey of the Printing Services Division continues:

a. Four new approved forms are being printed. This makes a total of fifteen approved new forms they will be using.

b. Tentative revision of the "Printing Services Requisition," Form No. 70, is being further coordinated within PSD.

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c. Two additional "bootleg" forms have/revealed and two others have been eliminated.

d. Final development, and the printing of 5 forms, has been held up because of delay in the Cost Accounting Survey being conducted by the [REDACTED] TAS/Comptroller.

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2. Assignments - Active

(1) Revision of Form No. 540, Travel Order.

25X1A9a Review of Travel Procedures, and analysis of Employee Suggestions
Nos. 2601 and 58-133. (Project No. 860). [REDACTED] 25X1A9a

(a) Conferred with Mr. [REDACTED] Office of the Comptroller, regarding
draft regulation he has prepared on "Travel Orders".

25X1A9a (b) Obtained background information on the project from Messrs
[REDACTED] and Miss [REDACTED] 25X1A9a

(c) Advised Chief, O&M, DD/I and DD/S areas that the above study 25X1A8a
had been assigned to RMS: showed him memos from [REDACTED] and also
Office of the DD/S. Mr. [REDACTED] stated he would give us 25X1A9a
every possible assistance that would be needed on this project
in the DD/I and DD/S areas. He feels small offices should not
require as extensive a travel form as the DD/P components.

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(d) Mr. [REDACTED] OC, is making up a travel order from listing the
data he considers should be included.

(2) Nine new and seven revised forms are pending.

(3) Three Employee Suggestions are being [REDACTED]

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